



## **Town Administrator's Report**

**January 7, 2014**

**To: Board of Selectmen**

**From: Kevin Sweet, Town Administrator**

Please accept this report as an abridged version of activities and projects underway:

### **Solar Array Update:**

The project is on NSTAR's schedule for completing the interconnection and having their Witness Test on January 15<sup>th</sup>. WGES is working right now to have contractors ready to assist as needed to make sure they can pass the test. Assuming they get the Witness Test completed as scheduled, they'll receive an approval to operate the photovoltaic array, and effectuate the PPA billing term.

### **Waste Water Treatment Plant:**

There were a few changes to the original RFP for the Management, Operations and Maintenance of the WWTP which was released on January 6<sup>th</sup> and is due on January 30<sup>th</sup>. Our current provider Weston & Sampson has been very accommodating with contract flexibility and continued service.

### **Route 27 – Acton/Concord Street Intersection:**

Chris Okafor, Wayne Amico and I met with MA DOT District 3 staff to discuss the intersection improvements project at Route 27 Acton/Concord Street that was approved and advertised back in February, 2004. Specifically, to see what if anything the Town could do to get this project looked at again and on a future TIP. Based on design standard changes and competitive funds, etc. it does not look positive we will be able to get state funding for this project but we are discussing and exploring potential options.

### **Waltham Street Bridge Update:**

At this point MA DOT and site Contractor MIG have completed the majority of the work. They will be returning in the spring to complete sidewalks and driveway aprons on the westerly side (McDonald's/Tedeschi's). The easterly side is complete.

### **FY15 Budget:**

All departments have submitted their FY15 budget requests. Over the next several weeks I will continue to be working on budget related items in preparation of a final TA recommended budget and presentation at the Joint Budget Meeting on February 8<sup>th</sup>. I have completed a preliminary revenue projection for FY15. As you are aware the climate is always changing. With regards to Local Aid things look positive. The growing improvements to the national economy and some other factors are expected to help boost state collections, resulting in higher expectations of revenue.

**Capital Planning Committee:**

Andrew Scribner-MacLean, ATA and Chairman Chetwynd met with Tim Caldwell of the Capital Planning Committee in an effort to get a status update. The Committee has yet to meet since last year and currently does not have a Chair due to a resignation. This has put a delay on capital requests as there are no Department Liaisons. Andrew will be overseeing capital projects moving forward and he will be working closely with the Committee and Department Heads over the next several weeks.

**3<sup>rd</sup> Quarter Bills:**

We received a late call from our printing/mailing vendor that they are no longer located in Hudson, MA. They've moved to New Jersey which was news to us. Therefore, the water/sewer bills were not able to be sent in the same envelope as the real estate bills. There was some lack of planning on their part so they will not bill us for the extra postage.

This is far from ideal since the residents are used to finding the two bills together in one envelope, but at the late date it was impossible to find a new printer/mailer to accommodate us. All bills were sent out on time just separate envelopes. The Finance Team will be discussing potentially looking for a new vendor to mail our bills for future mailings and looking at ways to continue to refine the process.

**Labor Negotiations:**

We held an initial kickoff and ground rules setting meeting with the Maynard Police Local 55 & 56. I anticipate hearing from the other Union's regarding opening bargaining and scheduling meetings in the near future.

**Snow Removal:**

The DPW crews have been tasked over the last several weeks with significant snow removal and ice difficulties. I want to thank them for all the hard work and dedication the last 2 storms. Congratulation goes out to Chris Okafor for his storm preparation and rallying of his crew to get the job done. I know that several of you have joined me in thanking them for their efforts, which is much appreciated and goes a long way to build morale.